

~~CONFIDENTIAL~~  
This Notice Expires one year from date of authentication

25X1A

25X1A

PERSONNEL  
1957

~~CONFIDENTIAL~~  
ASSIGNMENT

RESPONSIBILITIES OF HEADS OF CAREER SERVICES  
FOR  
MEETING PERSONNEL REQUIREMENTS

1. The purpose of this notice is to clarify the authorities and responsibilities of the Heads of Career Services in relation to positions in organizations under another command jurisdiction and to outline procedures and responsibilities for the assignment of position designations to Table of Organization (T/O) positions.

25X1A

2. The primary purpose of the service designations listed in Regulation ~~CONFIDENTIAL~~, "The CIA Career Council and the Career Services", is to identify each staff employee and staff agent with the Career Service and Board or Panel which is responsible for his long range utilization and development. In most instances, similar designations may serve to identify those positions on Tables of Organization which are to be filled by the several Career Services. They may also serve to distinguish between different types of positions under the jurisdiction of a given Career Service. The grade and occupational structure of all positions identified with a Career Service will serve to guide the Head of each Career Service in controlling the size of these Services and the development and advancement of its members.

3. The assignment of a member of one Career Service to duties under another command jurisdiction requires mutual agreement between the Head of the Career Service and other operating officials concerned. Such assignments should be made for a period of service agreed upon by these officials during which the individual will not be reassigned except by similar agreement. However, it will be understood that upon an individual's completion of the specified period of service, he will be available for such assignment as the Head of his Career Service may determine.

4. Deputy Directors will determine those positions under their command jurisdiction which they wish to identify with Career Services under the jurisdiction of other Deputy Directors. The formal assignment of position designations to such positions will

S-E-C-R-E-T

25X1A

25X1A

PERSONNEL  
1957

require the concurrence of the Heads of the Career Services concerned.

5. The Director of Personnel will record position designations according to Career Service and Board or Panel jurisdiction as determined by Deputy Directors with the concurrence of Heads of Career Services. He will also provide these officials with periodic reports of all positions so identified.

FOR THE DIRECTOR:

L.K. White  
Deputy Director  
(Support)

DISTRIBUTION: AB

- 2 -

S-E-C-R-E-T